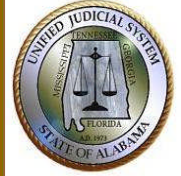




AOC Newsletter



Volume 5, Issue 3

March 2010

Ethics Reporting

It is that time of year again! Public officials and public employees who are required to file annual Statements of Economic Interests (SEI) may be fined **\$10.00** per day not to exceed **\$1,000.00** for failure to timely file a SEI with the Ethics Commission, or be charged with a Class A misdemeanor for intentional failure to file [§36-25-14(d) & (e)]. Each person who meets the necessary criteria, regardless of whether they retired the previous year or served/worked in the public position for any time (even a portion of one day) during the previous year, is required to file.

These financial disclosures do not violate the United States Constitution and do not intrude on the official/employee's financial privacy. They are meant to disclose potential conflicts of interest and to help insure that the public interest is protected.

For the 2009 calendar year, the SEI form must reach the State of Alabama Ethics Commission no later than **April 30, 2010**. The Human Resources Division of the AOC has sent you this form and instructions for completion of such by email. You may also complete and file the form on line at:
<http://ethics.alabama.gov/forms-ecint2.aspx>.

Pursuant to Canon 6C. of the Alabama Cannons of Judicial Ethics, judges must complete both the SEI and a Disclosure Statement of Financial Interest Form. It is noteworthy that judges should send only the SEI to the Alabama Ethics Commission, the Disclosure Statement of Financial Interest Form and a copy of the SEI must be mailed to the Clerk of the Supreme Court of Alabama by **April 30, 2010**.

If you have questions after reviewing the instructions, please contact the Legal Division at the Administrative Office of Courts at (334) 954-5040 for assistance.

The screenshot shows the Alabama Ethics Commission website. The header includes the logo and the text "Alabama Ethics Commission Promoting Trust & Confidence in Government for Alabama". A navigation bar contains links: Home, News & Reports, Forms & FAQs, Opinions, Lobbyists & Principals, and Contact Us. The main content area is titled "Forms & FAQs: Statement of Economic Interests (SEI)". Under the heading "Fill it out Online:", there are two links: "Statement of Economic Interests - Online Form (New)" and "Instructions for SEI Online Form (PDF)". Below this, there is a section with several links: "IMPORTANT: Candidate Information (PDF)", "Statement of Economic Interests - Downloadable Form (PDF)", "Line-by-line instructions to complete SEI (PDF)", and "General information/instructions for the SEI form (PDF)". At the bottom, there is another section with links: "Who Must File a Statement of Economic Interest? (PDF)", "Who is a Public Official? (PDF)", "Who is a Public Employee? (PDF)", "Handbook for Public Officials (PDF)", and "Handbook for Public Employees (PDF)".

Technology Tips



SHARK: (Service, Helpdesk Assistance, Repair & Knowledge)



The Administrative Office of Courts is proud to announce SHARK, our new Helpdesk Trouble Ticketing system. Using SHARK to enter trouble tickets to AOC will eliminate the need for calling or sending emails to the PC Help Desk, SJIS Help Desk and IT Support (Application Support).

SHARK is web-based and can be accessed using your Windows username (first name dot last name) and password (12 or more characters). From any web browser, please go to <http://SHARK.alacourt.gov> to submit a ticket to AOC.

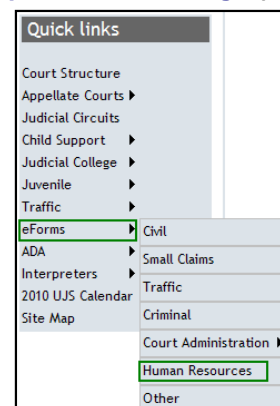


New AOC Access Information Form

The *AOC Access Information Form*, formerly known as the *SJIS Access Form* has been revised. This new form will be used for requests for new and updated access as well as access removal for UJS employees. This form is required for requesting access to the AOC network and applications. Some of the access areas that were added are: AlacourtPLUS, Westlaw, Juvenile Probation, and Juvenile Detention.

The form can be found under our **Quick Links** section on the AOC homepage (<http://www.alacourt.gov>). You will need to click on **eForms** and then **Human Resources** and the form is listed as AOC-SJIS. The form may also be obtained from the **eForms** webpage (<http://eForms.alacourt.gov>). Click on the **Human Resources** folder on the left or type in **AOC-SJIS** in the search box.

Form Number	Form Description	Unit of Issue	Revision
1199A (EG)	Direct Deposit Form	"E"	7/26/2007
A-4	Employee's Withholding Exemption Certificate	"E"	4/29/2008
AOC-SJIS	AOC Access Information Form	"E"	3/3/2010



AOC Access Information Form

Complete the Information below for User Access to the AOC Computer System

To be filled out by the Approved Authorized Individual on record with AOC

Name:	
SSN (Last 4 Digits):	
Site Address:	
City, State, Zip Code:	
County:	
Phone Number:	
Immediate Supervisor:	
Job Title:	

Please select the Office the User will work in:

☐ Circuit Clerks (Court Specialist, Court Administrator or Temporary)

☐ Judges (Judge, Judicial Assistant or Judge's Staff)

☐ Probation Office (JPO, CPO or JU Administrative Support Assistant)

☐ Municipal Court

☐ District Attorney's Office

☐ Other _____

Type of Access Requested:

☐ New Access

☐ Update Access

☐ Remove Access

Enter Existing AC# _____

The new *AOC Access Information Form* should be submitted to the SJIS Help Desk via fax (334-954-5203), mail, or SHARK.

For further information on this form, please contact our SJIS Help Desk at 1-866-954-9411 option 1, option 2.

Employee Recognition Program Employee Years of State Service for February 2010

We would like to recognize the following **Employees** who have reached a milestone in their career with the **State of Alabama** by attaining the mentioned years of state service (in **5** year increments only).

Please direct any questions regarding **State Years of Service** to Lisa Gilliland at (334) 954-5103 or email her at Lisa.Gilliland@alacourt.gov.



OOPS!

Cathy Haynes from **Lauderdale County** Years of Service was listed incorrectly in last month's newsletter. We are sorry for any inconvenience.

Name	Years	County
Marion L. Turnipseed	35	Chilton
Carol Morrison	30	Mobile
Dennis O. Box	30	Colbert
Brenda R. Allen	25	Cullman
Stephen C. Tomberlin	25	AOC
Hon. Elise D. Barclay	25	Jefferson
William E. Lawson	20	Jefferson
Evelyn C. Young	20	Mobile
Tania K. Marston	20	Mobile
Luieco T. Wheeler	15	Elmore
Lynne G. Krometis	15	Dale
Ann W. Rushing	15	Jefferson
Diane I. Harris	15	Marshall
James W. Davis	10	Jefferson
Mattie S. Gomillion	10	Butler
Terrell Glenn Haggerty	10	Tallapoosa

Name	Years	County
Benita G. Hinote	10	Baldwin
Hon. Mary Ann Jones	10	Lamar
Jeretha R. Densmore	10	Winston
Jennifer L. Stone	10	Winston
Christine Scott	10	Lowndes
Robert E. Henslee	5	Jefferson
Ashley N. Dickey	5	Jefferson
Annetta R. Constant	5	Hale
Amy L. Reeves	5	Coffee
Hon. Jimmy B. Pool	5	Montgomery
Shannon R. Hill	5	Etowah
Tammy W. Taff	5	AOC
Kenneth D. Glass	5	Jefferson
Janet F. Hereford	5	Etowah
Zinnie M. Pettus	5	AOC



**Happy Birthday to everyone who
is celebrating a birthday in
March!!!**